

Cost Point System Administrator

Job Duties/Responsibilities:

Seeking well qualified candidate for a Costpoint Administrator to administer, maintain, and troubleshoot Deltek Costpoint, Deltek time and expense in an Oracle environment. Support data reporting requirements from other departments. Assist in the administration of Oracle servers. Position requires extensive customer contact. Daily activities include report writing, programming system integration and data reconciliation activities, and backup and restore scenarios. Position will manage Patches and Support issues related to Deltek software. Assist with general IT support tasks as required. Must have database administration experience with specialized skills in Deltek products. As part of normal job duties, employees may be required to be in an on-call status to be able to promptly respond to and address user/customer needs.

Minimum Qualifications/Skills Requirements:

- 1- BS in computer science, IT or thirteen years directly related experience
 - 2- Five years experience analyzing and implementing the costpoint financial system
 - 3- Must be proficient with understanding the Costpoint database structures
 - 4- Oracle database experience, oracle reporting services, and programming skills with net applications
 - 5- Strong analytical and organizational skills
 - 6- Detail oriented and dependable with strong communication skills both verbal and written
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